



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030619R10033

ISSUANCE DATE: May 29, 2019
CLOSING DATE/TIME: June 22, 2019 (4:30 pm KBL time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) **Project Management Specialist (Health) - FSN-10 – (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to kblaidfsnjobs@usaid.gov

Sincerely,

Executive Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72030619R10033
- 2. ISSUANCE DATE:** May 29, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 22, 2019 no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:** Project Management Specialist (Health) (Multiple Vacancies)
- 5. MARKET VALUE:** Equivalent to **FSN-10 (Step 1 – 13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one (1) year, with the possibility of extension up to a total of five (5) years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful candidate is required to obtain U.S. Embassy Kabul, Afghanistan Regional Security Office (RSO) Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

Under the supervision of the Office of Health and Nutrition's (OHN) Technical Team Lead or his/her designee, the incumbent provides technical, administrative, financial, and management assistance to OHN. The incumbent serves as program specialist for health and/or population activities and assists USAID in implementing the Agency's sector-wide health activities in Afghanistan. The incumbent has daily responsibility for managing and coordinating project activities with officials in the Ministry of Public Health (MoPH) as well as with other ministries and international agencies associated with the implementation of health, population and nutrition development projects.

The incumbent must analyze and use data for decision-making, and advise others on data findings and implications for program decisions and activities. The incumbent also works closely and collegially with colleagues on program and project designs, proposal reviews, work plans, and strategies, and coordinates meetings or visits to USAID and the U.S. Embassy with counterparts in the U.S. Mission and with external counterparts in the health sector.

2. Statement of Duties to be Performed

The incumbent serves as an Activity Manager, alternate Agreement Officer's Representative/Contracts Officer's Representative (AOR/COR), On-Budget Monitor (OBM), or alternate for any of these positions as designated by the Mission's Office of Acquisition and Assistance (OAA). The incumbent serves as a technical officer who analyzes, advises on and in consultation with colleagues and the OHN Director, manages corrective actions with counterparts to ensure that USAID and OHN policies, strategies, programs, projects and other activities supported by U.S. health assistance are of the greatest possible impact on health. The incumbent therefore is expected to convey clearly and logically, internationally-accepted public health concepts and cost-effective primary and secondary level service delivery interventions and approaches, best practices and lessons learned, in relation to the status of health in general and in particular, to that of women and children in Afghanistan.

Technical Leadership, Program Representation, and Stakeholder Engagement

- Provides expert technical guidance related to primary health care, maternal, newborn and child health, as well as family planning/reproductive health, infectious disease, nutrition development and health systems strengthening across USAID/Afghanistan, OHN, and interagency.
- Provides strategic technical input, contribute to and/or prepare strategy updates, program area analysis, presentations, and briefing materials.
- Maintains contacts with host government officials and represents USAID in policy, strategy, program, technical and coordination meetings, and in working committees. Assists in organization of and attends events related to public health in Afghanistan, takes notes and reports back to the OHN senior management.
- Establishes and maintains cordial and effective contacts and relationships with representatives of donor and international and national technical organizations, and representatives of the private sector, NGOs, and other USAID implementing partners.
- Develops and supports the dissemination and discussion of information concerning the Mission's health programs and participates in seminars, workshops, and conferences.
- Assists in the coordination of OHN strategies and program/project activities with other technical offices within USAID/Afghanistan.
- Represents the OHN and USAID in various committee meetings constituted for review and to provide technical inputs on issues concerned with a policy, strategy, and/or project or program.
- Liaises and contacts with provincial health officers and provincial health directors about USAID's health activities in their respective provinces.
- Coordinates community based interventions with the community based health workers.

Project Management

Develops and manages health activities, undertaking detailed information gathering, analysis, project design, monitoring, evaluation, budget management, general oversight and administration. The incumbent provides technical project and activity management support to other AORs/CORs/OBMs. The incumbent exercises initiative and independent judgment in strategic activity planning and identifies problems that require follow-up actions. The incumbent interacts with program/project managers of several implementing partners, technical and management advisors and host country counterparts. The incumbent also coordinates with program/project implementing offices to translate recommendations into effective action plans. Specific responsibilities include:

- Reviews proposals from host country counterparts and other sources that are submitted for assistance to determine their suitability for project financing. Assists in the analysis of needs, conceptual design of activities, and the preparation of program descriptions, amendments, and related statements of work.
- Prepares detailed scopes of work for technical assistance and training services for project components, and explores various procurement options. Holds detailed discussions with host country counterparts on procurement and takes necessary action for services and/or commodities procurement.
- Participates in Mission Technical Evaluation Committees (TEC) to evaluate and select contractors and grantees. Provides technical review of project performance in terms of achieving physical and financial targets and attainment of the project's goal and purpose.
- Oversees, evaluates, and monitors contractors'/grantees' performance, project budgets, including costs, and progress by making on site-visits, as permitted; also assists other OHN colleagues in portfolio administration.
- Has significant and primary responsibility for designing, managing and monitoring of OHN program funding for health projects. Liaises closely with USAID's Office of Financial Management, Office of Program and Project Development, Office of Acquisitions and Assistance (OAA) and various Mission committees, such as the on-budget committee that oversees budget-related issues concerning direct USAID assistance to the Government of Afghanistan (GoA), and maintains proper records pertaining to program/project decisions and budgets.
- Exercises considerable initiative and independent judgment in planning and implementing program/project activities. Monitors and intervenes as necessary to ensure that the program/project activities are responsive to terms and conditions of relevant USAID grants/contracts/agreements, as well as that they meet the expectations of project beneficiaries.

- Manages performance of financial reviews and of analyses of a project's financial parameters, and prepares project-related financial and budget projections. Ensures that all audit and evaluation requirements are fulfilled.
- Reviews grants/contracts/agreements in consultation with the Acquisition and Assistance Specialist in the USAID/Afghanistan/ OAA assigned to work with OHN, and provide guidance to and oversight of implementing partner actions concerning project procurement and the use of project-funded assets.
- As alternate AOR/COR/OBM, maintains accurate and complete project files in conformance with OAA compliance requirements. Reviews financial reports from implementing partners, monitors expenditures, processes contractor invoices, prepares financial pipeline reports, accruals reports, and project modification requests. Tracks commitments, obligations and de-obligation actions. Completes closeout activities for projects that are completed or terminated.
- Assists OHN design and implement tools and methodologies to implement and oversee community based programs.
- Collaborates between the urban and rural health activities. Improve coordination and communication between different OHN's activities.

Program Monitoring and Evaluation (M&E) and Reporting – (20%)

- Works closely with OHN Monitoring and Evaluation (M&E) team specialist to ensure that outputs and impact of activities are analyzed periodically and data are used to guide partner performance management.
- Tracks program/project achievements or shortfalls against targets and deliverables in periodic program/project reporting, and requests corrective actions if needed. Drafts and updates informative documents such as project briefing memoranda and papers, project amendments, project procurement documents, fact sheets, and other outreach and communication products.
- Defines and reports on the results from USAID/Afghanistan's investment in the public health sector through annual reports, studies etc., and drafts summaries, briefing memoranda and press releases.
- Develops information tracking systems, coordinates monitoring and evaluation, and analyzes data. Maintains project and program files, including databases on project performance, implementation progress, disbursement of funds, and achievement of objectives.
- Apply data analysis findings to future program/project designs, strategy, and activities.

- Drafts official USAID documentation such as letters to host governments, embassies, and partners; annual reports; implementation letters; assistance and acquisition documents; action memoranda and other documents related to public health.
- Assist OHN monitor and oversee community based programs.
- Use M&E resources strategically to generate evidence and guide OHN's current and future activities.

The contractor is eligible for temporary duty (TDY) travel to U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent works under the general supervision of the Project Management Specialist (Health Technical Team Lead) or his/her designee. The incumbent will be empowered by the OHN Director to act independently in selecting and prioritizing some tasks and to carry out other assigned tasks. Priority assignments ("Taskers") may also be assigned by the Deputy Mission Director or by staff from other offices, as relevant.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country National (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d. "USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy."

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: kblaidfsnjobs@usaid.gov . Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** A Medical degree (MD) or Master's degree in public health, nursing, health policy, and/or health sciences is required. (Education requirement must be met at the time of application for the subject position).
- b. Work Experience:** A Minimum of five (5) years of progressively responsible administrative and management experience within Afghanistan's health sector with the Ministry of Public Health (MoPH) structure, or Afghanistan's private health sector or non-governmental, donor organizations is required. (Work experience requirement must be met at the time of application for the subject position).
- c. Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required. (English language ability will be tested).
- d. Knowledge:** Excellent knowledge of international health and public health program/project management, including of the design, management and evaluation of public health projects/programs, is required. A thorough understanding of the Ministry of Public Health (MoPH) structure and Afghanistan's private health sector (in particular in primary health care, maternal, newborn and child health, midwifery service improvement and/or family planning/reproductive health, infectious disease, nutrition development and health systems strengthening) is also required. The incumbent is expected to become fully knowledgeable about USAID development and health assistance policies. The incumbent is expected to be highly knowledgeable about and have implemented best program and technical practices in public health in Afghanistan and to be highly knowledgeable about the development and health issues facing the MoPH and GoA. The incumbent is expected to explain USAID policies, procedures and requirements to outside parties, including high-level government officials, donors, contractors and partners.
- e. Skills and Abilities:** The incumbent will have the ability to manage resources, projects, and programs effectively and efficiently; conceptualize, analyze and identify problems and develop solutions; exercise sound judgment; analyze and present information orally and in writing, and draft clear documents. Ability to establish and maintain effective and harmonious counterpart contacts in host-government implementing agencies and related private sector organizations. Ability to effectively communicate and work smoothly with superiors, subordinates, colleagues, and partners, both inside and outside USAID, at a high level of fluency, in English and either Dari or Pashtu. Excellent interpersonal skills, and the ability to work effectively in a multicultural team environment and achieve consensus on project and administrative matters, is required. Computer literacy in word processing, spreadsheets, presentations including PowerPoint, email and the internet is required. A capacity to draft coherent and grammatically correct papers, correspondence, and analytical materials in both languages is required. The ability to learn workplace-specific software programs or applications for payroll, travel, and project management is also required.

III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

- Work Experience 40 points
- Knowledge 30 points
- Skills and Abilities 30 points
- Maximum Points: 100 points

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line **Project Management Specialist (Health) OHN FSN-10 (SOL#: 72030619R10033)**. Offers must be received by the closing date and time specified in **Section I, item 3**.

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED/SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

For Frequently Asked Questions (FAQs), please refer to below link:

https://docs.google.com/document/d/1rkZ_Xgdql4Mq9vroj16fJibBYElRhN0b9PGdldAc-G0/edit?usp=sharing

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.

- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR and/or WinZip file will not be considered.
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S. Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**
- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.**-See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.